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DD/S

Approved For Release 2003/08/05 : CIA-RDP78-04718A000200080184-0

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56-1463

APR 20 1956

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Mailing of Personnel Notices to Employees

REFERENCE: Memo from DD/P to DD/S dtd 26 Jan 56, same subject.

1. Referenced memorandum notes two weaknesses in the procedure for mailing personnel notices to employees and suggests monitoring these items by dispatching them through the operating divisions. We have established the procedure outlined below to implement your recommendation on an Agency-wide basis for the dispatch of all personnel notices and certain routine correspondence to employees who have been separated or who are on extended leave without pay:

An "Outgoing Correspondence Review" form (sample attached as Tab A) will be attached to all correspondence assemblies covering personnel notices and forwarded to the operating division concerned. The division will dispatch the correspondence and return the completed form to Personnel for record with appropriate notations unless it is determined that it cannot be mailed as addressed, in which case the correspondence and the form will be returned to Personnel with appropriate instructions.

2. Instructions to be issued within the Office of Personnel establishing this procedure are attached (Tab B). The procedure will be put into effect as soon as the forms are printed. The SSA/DDP will be notified when the forms are available.

25X1A

SIGNED

L. K. WHITE
Deputy Director
(Support)

Attachments

Distribution:

001 - Addressee w/basic

2 - DD/S *Subj & Climo*

1 - DD/IA Approved For Release 2003/08/05 : CIA-RDP78-04718A000200080184-0

1 - D/Pers

1 - SSA/DDP Attn: SSA/Pers

1 - RSD/OP

1 - RCO/OP

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ORIGINAL DOCUMENT MISSING PAGE(S):

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